



JOB DESCRIPTION

JOB TITLE: Senior Planner

DEPARTMENT: Community Development Department

REPORTS TO: Planning Manager

DATE: May, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: October, 2005

FLSA EXEMPT: Yes

JOB SUMMARY: Under direction of the Planning Manager, the Senior Planner conducts day-to-day planning activities of the City, and/or performs varied professional planning activities; conducts or participates in long-range planning and special studies; performs related work as required.

The Senior Planner may be placed into an assignment with designation as “Senior Planner – Special Assignment.” When so assigned and designated, the Senior Planner will apply knowledge and skills gained through specialized training and depth of experience to more complex planning projects or assignments. The assignment will require the exercise of considerable initiative and discretion; the use of seasoned and independent judgment; and excellent communication and coordination skills.

CLASS CHARACTERISTICS: This is a mid-management classification that conducts day to day planning activities including technical assistance to other planners and support staff and has responsibility for the General Plan and other long-range planning activities.

The Senior Planner – Special Assignment designation within the class is at a level which requires a higher degree of knowledge, skills, and experience needed for more complex assignments such as performing as the Economic Development/Downtown planner, and/or the Environmental Coordinator, and/or the Zoning Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Planning Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Review applications for zoning variances or changes, use permits, planned developments, site approvals, etc.
2. Direct or personally perform studies, evaluate alternatives, and make recommendations regarding the processing of such applications.
3. Process annexations and urban service boundary adjustments.
4. Act as a liaison and provide staff support to appointed boards and commissions.

5. Update the General Plan and ensure that it is implemented.
6. Confer with property owners, developers, contractors and others regarding planning issues.
7. Confer with and provide professional and technical support to other City staff on planning issues.
8. Chairs the weekly Development Review Committee with staff from other departments and outside agencies.
9. Review preliminary designs and building plans and specifications for environmental and zoning implications.
10. Participate in joint planning studies with representatives of other cities and the county.
11. Interpret City policies and procedures to staff.
12. Assist in preparing departmental goals, objectives, work standards and the annual budget.
13. Monitor developments related to planning and zoning matters, evaluate their impact upon City operations and recommend procedural changes.
14. Maintain records and prepare a variety of periodic and special reports.
15. Prepare correspondence, draft ordinances and other written materials.
16. Make presentations before the City Council.

Special Assignment Duties:

1. Serve as City liaison to downtown, economic development or other special interest groups; represent the City's interests when assigned to participate in regional planning activities with other agencies and organizations.
2. As assigned, serve as key project manager/planner for downtown projects, economic development projects, or other important, sensitive and complex planning projects, studies or assignments.
3. As assigned, serve as Environmental Coordinator, and/or Zoning Administrator.
4. Work with other Public Works divisions as well as other department directors and department staff members, architects, planners, Council-appointed commissions or committees, other public agencies, developers and others in the development and implementation of project feasibility studies, concepts, programming, planning, design, construction and other activities for assigned projects.
5. Supervise the work of contract consultants retained to provide particular expertise in project studies, programming, development, design or management. Participate in, or manage the selection, hiring and development of contracts with consulting firms. Act as owner's representatives for the City in directing consultants.

6. Assemble and analyze information and prepare reports for the City Council, City departments, the public and news media.
7. Give presentations and conduct meetings on all issues regarding assigned projects, both within and City organization and for City Council, its committees and the citizenry.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in urban planning, architecture, public administration or field closely related to the work.
2. Four years of urban planning experience in a small to mid-sized city, including experience in supervising professional, technical and clerical staff.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Must be willing to attend evening meetings.

Knowledge of:

1. Current principles, practices and techniques of urban planning.
2. Current supervisory principles and practices.
3. Zoning principles and methods.
4. Economic forecasting and statistical research methods.
5. Environmental issues as related to the planning process.
6. Applicable local, state and federal laws and regulations.

Skill in:

1. Planning, assigning, directing and reviewing the work of a professional staff and support staff.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Reading and interpreting maps and specifications.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Represent the City effectively in meetings with others.

4. Prepare clear, concise and competent reports, correspondence, and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.